



State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

May 4, 2005

CHDP Program Letter No.: 05-06

TO: ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S
MEDICAL SERVICES (CMS) BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: CHDP LOCAL PROGRAM GUIDANCE MANUAL

We are pleased to announce the completion of the final 2005 version of the CHDP Local Program Guidance Manual (LPGM). The online version is downloadable at www.dhs.ca.gov/pcfh/cms/chdp/publications.htm. The LPGM includes several fill-in forms that are available online <http://www.dhs.ca.gov/pcfh/cms/chdp/publications.htm#forms>.

The Manual is intended for use by local CHDP Program staff as they build and maintain CHDP provider resources in their jurisdictions. The Manual will be reviewed and updated periodically and reissued when there are substantive changes. Any changes to the Manual are to be conveyed to the Regional Office Nurse Consultant. This document is password protected. Your Regional Nurse Consultant will be contacting you with the password.

Background

The CHDP LPGM standardizes the recruiting, enrolling, disenrolling, and monitoring of CHDP provider participation in the CHDP program statewide. The foundation work for the LPGM was a special project work group that began in the spring of 2000. The objectives of the project were to standardize:

- Basic provider requirements, including education and experience
- Facility review and medical record review
- Enrollment and recertification requirements and process
- Disenrollment requirements and process
- The criteria for appeal and the appeal process.

CHDP Program Letter No.: 05-06
Page 2
May 4, 2005

The LPGM was first distributed as a draft in Spring 2003 and local CHDP programs have had the opportunity to use this material for the past two years. Based on the input from local CHDP programs that have been using the draft version of the manual and numerous discussions, this version includes revised facility and medical record review tools and processes for the enrollment of laboratories.

If you have any questions, please contact your Regional Nurse Consultant.

Original signed by Harvey Fry, for Marian Dalsey, M.D., M.P.H.

Marian Dalsey, M.D., M.P.H., Acting Chief
Children's Medical Services Branch